



Consulate General of the United States of America
Immigrant Visa Unit, Gießener Straße 30, 60435 Frankfurt am Main

INSTRUCTIONS FOR FIANCÉ(E) VISA APPLICANTS

This office has received a petition entitling you to "K-1" non-immigrant visa classification as an alien proceeding to the United States to marry a U.S. citizen. While no specifics at this time can be given regarding the date and time of your visa interview appointment, you should now prepare for that appointment by taking the following three steps:

FIRST: Immediately complete and return to this office the enclosed forms: DS-230 - Part I, APPLICATION FOR IMMIGRANT VISA AND ALIEN REGISTRATION - Biographic Data (all applicants), DS-156, Non-Immigrant Visa Application (all applicants), DS-157, Supplemental Non-Immigrant Visa Application (all applicants from age 16), and DS-156K, Non-Immigrant Fiancé(e) Visa Application (principal applicant only). Please also attach a photocopy of the data pages of your passport. This office cannot process your case until this information is received. For additional information and Frequently Asked Questions about fiancé(e) visas, please refer to the Mission Germany website: www.usembassy.de or www.uscis.gov. If you have specific questions related to the status of your case, you may send an email, stating your full name and case number to: FrankfurtIV@state.gov.

SECOND: Obtain the following documents on this checklist, which pertain to you. As you obtain each document, check the box before each item. **Do NOT send the documents to this office.**

☐ **1. PASSPORTS:** A passport must be valid for travel to the United States and must have at least six months validity beyond the issuance date of the visa. Children may be included in a parent's passport, but if aged sixteen or older, they must have their own separate passport if their photograph does not appear in the parent's passport.

☐ **2. BIRTH CERTIFICATES:** One *certified* copy (see box 10) of the birth certificate of each person named in the application is required. Birth records must be presented for all unmarried children under age 21, even if they do not wish to immigrate at this time. (If children are deceased, please so state, giving year of death.) The certificate must state the date and place of birth and the names of both parents. The certificate must also indicate that it is an extract from official records. If you or any children were adopted, you must submit a certified copy of the final adoption decree. Photocopies are acceptable provided the original is offered for inspection to the consular officer. **If any parent listed on a child's birth certificate is not immigrating with the child, then that parent must sign a document indicating that he or she consents to the child leaving Germany.**

UNOBTAINABLE BIRTH CERTIFICATE(S): In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration provided it contains the date and place of the applicant's birth and information concerning parentage and provided the baptism took place shortly after birth. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother, should prepare a notarized statement giving the place and date of the applicant's birth, the names of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmations. In such cases, please bring any secondary evidence you might have concerning your birth.

☐ **3. POLICE CERTIFICATES:** Each visa applicant aged 16 years or over is required to submit a police certificate from the police authorities of the country of the applicant's nationality or current residence where the applicant has resided for at least six months since attaining the age of sixteen. Police certificates are also required from all other countries where the applicant has resided for at least one year. A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in any area. A certificate issued by the police authorities where you now reside must be of recent date, preferably within the last six months, when presented to the consular officer.

The term "police certificate" as used in this paragraph means a certification by appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. Police certificates from certain countries are considered unobtainable. If specific questions arise regarding police certificates, please consult this office. More information about obtaining police certificates from specific countries can be found on the U.S. State Department website under the "Visa Reciprocity and Country Documents Finder":

<http://www.travel.state.gov/visa/reciprocity/index.htm>.

☐ **4. COURT AND PRISON RECORDS:** Persons who have been convicted of a crime must obtain a *certified* copy of each court record and of any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency. (**NOTE:** One original and **TWO** photocopies** regarding **EVERY** conviction for any crime(s) in Germany or any other country are required.) Please note that translations of the court and prison records into English are mandatory.

☐ **5. MILITARY RECORDS:** A *certified* copy of any military service record, if applicable and obtainable, is required.

☐ **6. PHOTOGRAPHS:** One color photograph of all applicants, regardless of age. Please see the enclosed information sheet.

☐ **7. EVIDENCE OF SUPPORT:** Evidence which will show that you and your children, if any, are not likely to become public charges in the United States. If an affidavit of support is submitted, form I-134 should be used. Should extra copies be required, the I-134 may also be downloaded directly from the "Forms" page on the USCIS website: www.uscis.gov.

☐ **8. DIVORCE CERTIFICATES:** Previously married persons are required to present proof of the termination of any previous marriage (e.g. death certificate of spouse; final decree of divorce or annulment). **Applicants who have been divorced and who are applying for visas for their children by a previous marriage must present proof that they have been awarded custody of the children by the court and that permission has been given for the children to be taken out of Germany if the court made a restriction in this regard.**

☐ **9. TRANSLATIONS AND CERTIFIED COPIES:** All documents not in English, or in the official language of the country in which application for a visa is being made, must be accompanied by certified English translations. Translations must be certified by a competent translator. A certified copy is a photocopy of a filed document, legal or other, in its entirety (everything within a staple) that is sworn to be a true copy by a court clerk or solicitor. If the staple is removed then the copy loses its certified status.

☐ **10. EVIDENCE OF RELATIONSHIP:** You may be asked to submit proof of a valid fiancé(e) relationship with the petitioner. It is therefore useful to bring with you letters, photographs, or other evidence of your engagement.

ONLY ONE COPY OF EACH DOCUMENT MUST BE SUBMITTED WITH THE VISA APPLICATION, IN ADDITION TO THE ORIGINAL (UNLESS YOU SUBMIT CERTIFIED COPIES), EXCEPT PHOTOGRAPHS. YOU ARE ADVISED HOWEVER, TO OBTAIN THE NECESSARY DOCUMENTS IN DUPLICATE, AS THIS WILL ENABLE YOU TO PROVIDE IDENTICAL COPIES IN THE EVENT THE FIRST SET IS LOST OR DAMAGED.**

NOW PLEASE READ THE FOLLOWING CAREFULLY

THIRD: As soon as you have obtained all of the documents that apply to your case, carefully read the statement on the next page, sign and date it, and return the form to this office. **You will not be scheduled for an appointment until you sign and return this checklist.**

After this form has been returned to this office, you will be scheduled for a visa interview at the earliest possible date.

You will not normally receive any further correspondence from this office until the appointment is scheduled. At that time, you will be sent an appointment letter along with instructions for a medical examination.

The visa application fee (per applicant) for a fiancé(e) visa is U.S. \$131 and must be paid in the **local currency equivalent**. To obtain the current Euro amount required please check one of the following websites:

http://www.roskosmeier.de/index.php?visa_en or
http://germany.usembassy.gov/germany/visa/processing_fee.html

This fee must be paid prior to the interview appointment and submitted with each application as proof of payment. Please see our website: www.usembassy.de for information regarding on-line payment procedures. Cash will not be accepted.

You need not check with this office unless you have to report a CHANGE OF ADDRESS or change in your situation such as marriage, death of petitioner, or birth of children. Please do not send any documents to this office unless you are specifically requested to do so.

APPLICANT'S STATEMENT

I have in my possession and am prepared to present all documents listed in items 1 through 10 which apply to my case, as indicated by the check mark I have placed in the appropriate boxes. I fully realize that no advance assurance can be given when or whether a visa will actually be issued to me and I also understand that **I should NOT give up my job, dispose of property, or make any final travel arrangements until a visa is actually issued to me.**

Date: _____

Case Number: _____

Print Name: _____

Current Address: _____

Email address: _____

Date of Proposed Travel: _____

Signature: _____

YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU HAVE RETURNED THIS FORM.

PLEASE DO NOT SEND ANY DOCUMENTS TO THIS OFFICE UNLESS YOU ARE SPECIFICALLY REQUESTED TO DO SO BY THIS OFFICE.

IT IS YOUR RESPONSIBILITY TO KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN TERMINATION OF YOUR REGISTRATION AS AN INTENDING IMMIGRANT.

Enclosures:

DS-230 Part I, Application for Immigrant Visa and Alien Registration - Biographic Data
DS-156, DS-157, DS-156K
Form I-134 – Affidavit of Support & Information Sheet
Photograph Information Sheet